



Activity Guide –

AM340: Entering and Maintaining  
Assets

---

State of Kansas

## **TABLE OF CONTENTS**

Activity 1 - Demonstration: Adding an Asset Using Express Add.....	3
Activity 2 - Exercise: Adding an Asset using Express/Basic Add .....	4
Activity 3 - Demonstration: Copying an Existing Asset .....	6
Activity 4 - Challenge: Entering a Property Asset.....	7
Activity 5 - Exercise: Adding Parent-Child Assets.....	9
Activity 6 - Challenge: Entering and Maintaining Assets .....	11
Activity 7 - Exercise: Entering a Capital Lease .....	13
Activity 8 - Challenge: Entering Operating Leases .....	15
Activity 9 - Walkthrough: Updating Lease Information.....	17
Activity 10 - Demonstration: Reviewing and Adding Asset Information Loader....	19
Activity 11 - Walkthrough: Processing Unitization .....	21
Activity 12 - Challenge: Processing Unitization.....	22
Activity 13 - Demonstration: Processing Consolidation .....	24
Activity 14 - Challenge: Processing Consolidation .....	25



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 1 - Demonstration: Adding an Asset Using Express Add

### Scenario

Your agency just purchased a new printer for your floor and this asset was not created using system integration. As the **Agency Asset Processor** for your agency, you need to add the printer as an asset to SMART using the Express Add functionality.

### Menu Path

Asset Management → Asset Transactions → Owned Assets → Express Add

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Watch your instructor as he/she demonstrates how to add an asset using express add. Do NOT perform this exercise along with your instructor.

### Required Data

Field	Value
<b>General Information: Add New Value</b>	
Business Unit	17300
Asset Identification	NEXT
<b>Cost/Asset Information</b>	
Profile ID	540300
Description	Printer
Location	KTLND
Cost	5123.47
Department	1736010000
Fund	2017
Bud Unit	0210
Program	01610
*Click the <b>Default Profile</b> button	
<b>Asset Additional Information</b>	
Subtype	Office Equip
Serial ID	12344546
*Click the <b>Save</b> button	



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 2 - Exercise: Adding an Asset using Express/Basic Add

### Scenario

Your agency has purchased a new vehicle. As the **Agency Asset Processor**, you are responsible for adding the vehicle as an asset to the Asset Management module. For this exercise, add the asset using Express Add and use Basic Add to finish adding the physical asset information for the asset you just created. Make sure to make a note of the Asset ID that is created.

### Menu Path

Asset Management → Asset Transactions → Owned Assets → Express Add  
Asset Management → Asset Transactions → Owned Assets → Basic Add

### UPK Procedure

Adding an Asset Using Basic Add

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
<b>Asset Management → Asset Transactions → Owned Assets → Express Add</b>	
<b>Add New Value</b>	
<b>Business Unit</b>	17300
<b>Asset Identification</b>	NEXT
<b>Cost/Asset Information</b>	
<b>Profile ID</b>	540500
<b>Description</b>	Automobile
<b>Location</b>	KTLND
<b>Cost</b>	12,318.99
<b>Department</b>	1736010000
<b>Fund</b>	2017
<b>Bud Unit</b>	0210
<b>Program</b>	01610
*Click the <b>Default Profile</b> button	
<b>Subtype</b>	Passenger Van



## AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



*Click the <b>Save</b> button	
<b>Asset ID# Assigned</b> _____	
Asset Management → Asset Transactions → Owned Assets → Basic Add	
<i>Find an Existing Value</i>	
<b>Business Unit</b>	17300
<b>Asset Identification</b>	<Value Created in Express Add>
<i>General Information</i>	
<b>Tag Number</b>	JRE145
<i>Manufacture/License/Custodian</i>	
<b>VIN</b>	589713(your initials)
*Click the <b>+</b> button to add EmplID	
<b>EmplID</b>	00068282756



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 3 - Demonstration: Copying an Existing Asset

### Scenario

After purchasing a new printer for your floor, your agency decides that an additional printer is necessary to manage all of your floor's print jobs. As the **Agency Asset Processor**, you will add the new printer as an asset using the Copy an Existing Asset page in SMART.

### Menu Path

Asset Management → Asset Transactions → Owned Assets → Copy an Existing Asset

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Watch your instructor as he/she demonstrates how to copy an existing asset. Do NOT perform this exercise along with your instructor.

### Required Data

Field	Value
<i>Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See user specific data
<i>Create Asset Copies</i>	
Description	Cannon Printer-001
Tag Number	13
Serial ID	54987
*Click the <b>Save</b> button	

### User Specific Data

User	Field	Value
Instructor 1	Asset Identification	000000000020
Instructor 2	Asset Identification	000000000021
Instructor 3	Asset Identification	000000000022



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 4 - Challenge: Entering a Property Asset

### Scenario

Your agency purchased a piece of land with a building located on it. As the **Agency Asset Processor**, you now must add the purchased land and building as a property asset.

### Menu Path

Asset Management → Asset Transactions → Owned Assets → Express Add

### UPK Procedure

Reviewing and Updating Asset Information

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
<b>Land - Add New Value</b>	
Business Unit	17300
Asset Identification	NEXT
<b>Cost/Asset Information</b>	
Profile ID	543100
Description	Midwest Acres
Location	KSALI
Cost	100,000
Department	1736010000
Fund	2017
Bud Unit	0210
Program	01610
*Click the <b>Default Profile</b> button	
Asset Subtype	Land Commercial
Acquisition Date	<Today's Date>
Acquisition Code	Purchased
*Click the <b>Save</b> button	
<b>Basic Add</b>	



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



<b>Asset Property</b>	
Property Class	Site
Property Name	17300.Midwest Acres
Description	17300.Midwest Acres
Total Areas	80
Unit of Measure	Acres
*Click the <b>Save</b> button	
<b>Express Add</b>	
<b>Building - Add New Value</b>	
Business Unit	17300
Asset Identification	NEXT
<b>Cost/Asset Information</b>	
Profile ID	542010
Description	Midwest Acres Building
Location	KSALI
Cost	100,000
Department	1736010000
Fund	2017
Bud Unit	0210
Program	01610
*Click the <b>Default Profile</b> button	
Asset Subtype	Building
Acquisition Date	<Today's Date>
Acquisition Code	Purchased
*Click the <b>Save</b> button	
<b>Basic Add</b>	
<b>Asset Property</b>	
Property Class	Building
Property Name	17300.Midwest Acres Building
Description	17300.Midwest Acres Building
Site ID	<Created in Land Basic Add>
Total Area	2000
Unit of Measure	Square Feet
*Click the <b>Save</b> button	





# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 5 - Exercise: Adding Parent-Child Assets

### Scenario

Your agency purchased a new computer and monitor for the office. As the **Agency Asset Processor**, you want to group these assets together for reporting purposes. Set up the computer as a parent asset and then add the monitor as a child asset to the computer.

### Menu Path

Asset Management → Asset Transactions → Owned Assets → Express Add

### UPK Procedure

Adding Parent-Child Assets

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
Asset Management → Asset Transactions → Owned Assets → Express Add	
<i>Add New Value</i>	
Business Unit	17300
Asset Identification	NEXT
<i>Cost/Asset Information</i>	
Profile ID	540390
Description	CPU
Location	KTLND
Cost	1200.00
Department	1736010000
Fund	2017
Bud Unit	0210
Program	01610
*Click the <b>Default Profile</b> button	
Subtype	Office Equip
Serial ID	54646585
Parent/Child	Parent (Parent ID auto created after



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



		save)
*Click the <b>Save</b> button		
<b>Parent ID # Assigned</b> _____		
*Click the <b>Add</b> button		
<b>Child Asset</b>		
Asset Management → Asset Transactions → Owned Assets → Express Add		
<b>Add New Value</b>		
<b>Business Unit</b>	17300	
<b>Asset Identification</b>	NEXT	
<b>Cost/Asset Information</b>		
<b>Profile ID</b>	540390	
<b>Description</b>	Monitor	
<b>Location</b>	KTLND	
<b>Cost</b>	500.00	
<b>Department</b>	1736010000	
<b>Fund</b>	2017	
<b>Bud Unit</b>	0210	
<b>Program</b>	01610	
*Click the <b>Default Profile</b> button		
<b>Subtype</b>	Office Equip	
<b>Serial ID</b>	54987921	
<b>Parent/Child</b>	Child	
<b>Parent ID</b>	<Enter the Asset ID for the Parent CPU>	
*Click the <b>Save</b> button		



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 6 - Challenge: Entering and Maintaining Assets

### Scenario

You are an **Agency Asset Processor** for your agency and a new car is purchased by your agency for employees to use to travel to statewide meetings. Add the new car using Express Add. Finish entering the asset information using Basic Add. Afterwards, you are informed that the car will be relocated tomorrow. Update the asset's location and enter Custodian information for the asset.

### Menu Path

Asset Management → Asset Transactions → Owned Assets → Express Add  
Asset Management → Asset Transactions → Owned Assets → Basic Add

### UPK Procedure

Reviewing and Updating Asset Information

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
<b>Express Add</b>	
<b>Add New Value</b>	
Business Unit	17300
Asset Identification	NEXT
<b>Cost/Asset Information</b>	
Profile ID	540500
Description	Automobile
Location	KTLND
Cost	14,589.11
Department	1736010000
Fund	2017
Bud Unit	0210
Program	01610
*Click the <b>Default Profile</b> button	
Subtype	Car



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



*Click the <b>Save</b> button	
Asset ID# Assigned _____	
<b>Basic Add</b>	
<b>General Information</b>	
Tag Number	KLN845
<b>Operation/Maintenance</b>	
Contact	Lewis, Jim
Phone	785-354-8754
<b>Manufacturer/License/Custodian</b>	
VIN	589713(your user ID)
*Click the <b>Save</b> button	
<b>Basic Add</b>	
<b>Find an Existing Value</b>	
Business Unit	17300
Asset Identification	<Asset created in previous steps>
<b>Location/Comments/Attributes</b>	
*Click the <b>+</b> button to add different location	
Location	KA480
Effective Date	Change to different date than date when it was added
<b>Manufacture/License/Custodian</b>	
*Click the <b>+</b> button to add EmplID	
EmplID	A0001047569
*Click the <b>Save</b> button	



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 7 - Exercise: Entering a Capital Lease

### Scenario

Your agency has signed a lease for a new crane for a construction site. The agreement begins on the 1st of the month and the payments are quarterly. As the **Agency Asset Processor**, you will add the capital lease information into SMART Asset Management.

### Menu Path

Asset Management → Asset Transactions → Leased Assets → Express Add

### UPK Procedure

Entering a Capital Lease

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
<b>Add New Value</b>	
Business Unit	17300
Asset Identification	NEXT
<b>Definition</b>	
Profile ID	LEASEEQUIP
Description	Crane
Asset Type	Equipment
Subtype	Construction
*Click the <b>Lease Information</b> button	
Vendor ID	0000000013
Acceptance Date	<20 days from Today>
Receipt Date	<10 days from Today>
Lease End Date	<3 years from Today>
Lease Term	36
Estimated Life	60
Interest Rate	10%
Borrowing Rate	8%
Payment Schedule ID	Monthly – First of the month



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



<b>Fair Market Value</b>	10,000
<b>Minimum Rental Payment (MRP)</b>	300.00
<b>Interim Rent (Monthly)</b>	200.00
<b>Lease Payment Type</b>	Arrears
<b>Lease Type</b>	Capital
<b>*Click the Calculate button</b>	
<b>*Click the Verify button</b>	
<b>Cost tab- Cost</b>	
<b>Quantity</b>	1
<b>Cost tab- Chartfields</b>	
<b>Dept</b>	1736010000
<b>Fund</b>	2017
<b>Bud Unit</b>	0210
<b>Program</b>	01610
<b>*Click the Save button</b>	



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 8 - Challenge: Entering Operating Leases

### Scenario

Your agency has signed an operating lease agreement for a copier in your office. The agreement officially begins on the first of the month. Your goal is to add an operating lease for the copier in SMART Asset Management.

### Menu Path

Asset Management → Asset Transactions → Leased Assets → Express Add

### UPK Procedure

Entering an Operating Lease

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
<b>Add New Value</b>	
Business Unit	17300
Asset Identification	NEXT
<b>Definition</b>	
Description	Copier
Asset Type	Equipment
Subtype	Office Equip
*Click the <b>Lease Info</b> button	
Vendor ID	000000000005
Lease Term	12
Estimated Life	48
Payment Schedule ID	Monthly-1st of the Month
Fair Market Value	10,000
Minimum Rental Payment (MRP)	500
Lease Payment Type	Arrears
Lease Type	Operating
*Click the <b>Calculate</b> button	
*Click the <b>Verify</b> button	

<i>Operating Chartfields</i>	
<b>Category</b>	OPLSE
<b>Dept</b>	1736010000
<b>Fund</b>	2017
<b>Bud Unit</b>	0210
<b>Program</b>	01610
*Click the <b>Save</b> button	





# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 9 - Walkthrough: Updating Lease Information

### Scenario

After creating a capital lease for the new network server your agency is using, you are informed by your supervisor that the Serial ID number and contact need to be updated. As the **Agency Asset Processor**, you must now update the lease information for the network server.

### Menu Path

Asset Management → Asset Transactions → Leased Assets → Update Lease Information

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
<i>Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>Definition</i>	
Serial ID	16500000
*Click the <b>Lease Information</b> button	
Vendor Contact	Wilmer, Julie
*Click the <b>Calculate</b> button	
*Click the <b>Verify</b> button	
*Click the <b>Save</b> button	

### User Specific Data

User	Field	Value
Instructor 1	Asset Identification	000000000026
Instructor 2	Asset Identification	000000000027

Instructor 3	Asset Identification	000000000028
--------------	----------------------	--------------



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 10 - Demonstration: Loading and Reviewing Asset Information Loader

### Scenario

A purchase order has been created for a new fax machine for your agency. The fax machines have arrived and the voucher has been posted. A load asset request has been run and now as the **Agency Asset Processor**, you are ready to view the transactions to Asset Management in the transaction loader table.

### Menu Path

Asset Management → Send/Receive Information → Approve Physical Information → Review A

Asset Management → Send/Receive Information → Load Transactions → Load Transactions into AM

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Watch your instructor as he/she demonstrates how to add an asset using express add. Do NOT perform this exercise along with your instructor.

### Required Data

Field	Value
<i>Review Assets in Transaction Loader Tables:</i>	
<i>Asset Management&gt;Send/Receive Information&gt;Approve Financial Information&gt;Review</i>	
<i>Find an Existing Value</i>	
<b>Business Unit</b>	17300
*Click the <b>Search</b> button	
<b>Interface ID#</b>	10000005
Note the <b>Interface ID #</b> : _____	
<i>Run Transaction Loader</i>	
<i>Asset Management&gt;Send/Receive Information&gt;Load Transactions&gt;Load Transactions into AM</i>	
<i>Add a New Value</i>	
<b>Run Control ID</b>	<your initials.TEST>
*Click the <b>Add</b> button	
<b>Request ID</b>	1



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



<b>Process Frequency</b>	Always
<b>Interface ID</b>	Interface ID noted above
*Click the <b>Run</b> button	
<i>Process Scheduler Request Page</i>	
<b>Server Name</b>	PSNT
*Click the <b>OK</b> button	
*Select <b>Process Monitor</b> link	
*Select <b>Refresh</b> button	
*Click the <b>Save</b> button	
<i>Asset Management&gt;Send/Receive Information&gt;Approve Physical Transaction&gt; Review A</i>	
<i>Find an Existing Value</i>	
<b>Business Unit</b>	17300
*Click the <b>Search</b> button	
*Click the <b>Interface ID#</b> noted above	

## User Specific Data

User	Field	Value
Instructor 1	Interface ID	10000003
Instructor 2	Interface ID	10000004
Instructor 3	Interface ID	10000005



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 11 - Walkthrough: Processing Unitization

### Scenario

When reviewing the transaction loader tables you see that the fax machines are listed in one line. You would like these assets to be divided into two separate assets in Asset Management using the EZ Unitize button.

### Menu Path

Asset Management → Send/Receive Information → Load Transactions → Unitize Assets

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
<b>Load – Unitize Assets</b>	
Interface ID	10000011
Interface Line Number	See User Specific Data
<b>Proportional Unitization Defaults</b>	
<i>*Click the <b>EZ Unitize</b> button</i>	
Quantity	5
Profile ID	540300
Description	Fax Machine
<i>*Click the <b>Save</b> button</i>	

### User Specific Data

User	Field	Value
Instructor 1	Interface Line Number	10000003
Instructor 2	Interface Line Number	10000004
Instructor 3	Interface Line Number	10000005



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 12 - Challenge: Processing Unitization

### Scenario

You are an **Agency Asset Processor** for your agency. The first task of your day is to review the transaction loader tables and determine if any unitization or consolidation needs to occur before running the Transaction Loader process. For this exercise, review the transaction loader table and unitize the appropriate line into multiple assets.

### Menu Path

Asset Management → Send/Receive Information → Load Transactions → Unitize Assets

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
<b>Load – Unitize Assets</b>	
Interface ID	10000012
Interface Line Number	See User Specific Data
<b>Proportional Unitization Defaults</b>	
<i>*Click the <b>EZ Unitize</b> button</i>	
Quantity	5
Profile ID	540300
Description	Fax Machine
<i>*Click the <b>Save</b> button</i>	

### User Specific Data

	Field	Value
User 1	Interface Line Number	1
User 2	Interface Line Number	2
User 3	Interface Line Number	3
User 4	Interface Line Number	4



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



User 5	Interface Line Number	5
User 6	Interface Line Number	6
User 7	Interface Line Number	7
User 8	Interface Line Number	8
User 9	Interface Line Number	9
User 10	Interface Line Number	10
User 11	Interface Line Number	11
User 12	Interface Line Number	12
User 13	Interface Line Number	13
User 14	Interface Line Number	14
User 15	Interface Line Number	15
User 16	Interface Line Number	16
User 17	Interface Line Number	17
User 18	Interface Line Number	18
User 19	Interface Line Number	19
User 20	Interface Line Number	20
User 21	Interface Line Number	21
User 22	Interface Line Number	22
User 23	Interface Line Number	23
User 24	Interface Line Number	24
User 25	Interface Line Number	25
Instructor 1	Interface Line Number	26
Instructor 2	Interface Line Number	27
Instructor 3	Interface Line Number	28



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 13 - Demonstration: Processing Consolidation

### Scenario

When reviewing the transaction loader tables you see that the server and freight are listed as two assets on two separate lines. You would like these assets to be combined into a single asset.

### Menu Path

Asset Management → Send/Receive Information → Load Transactions → Consolidate Assets

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Watch your instructor as he/she demonstrates how to copy an existing asset. Do NOT perform this exercise along with your instructor.

### Required Data

Field	Value
<b>Load – Consolidate Assets: Add New Value</b>	
Interface ID	<Blank>
<b>From Asset</b>	
Field Name	Voucher ID
Value	See User Specific Data
*Click the <b>Search</b> button	
*Select the <b>TO Asset</b> tab to review consolidated assets	
*Click the <b>Save</b> button	

### User Specific Data

User	Field	Value
Instructor 1	Value	00000788
Instructor 2	Value	00000789
Instructor 3	Value	00000791





# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## Activity 14 - Challenge: Processing Consolidation

### Scenario

You are an **Agency Asset Processor** for your agency. Your supervisor has informed you of two assets that should be consolidated as one asset. For this exercise, review the transaction loader table and consolidate the appropriate lines into one asset. After consolidating the assets, run the Transaction Loader process.

### Menu Path

Asset Management → Send/Receive Information → Approve Physical Information → Review A

### UPK Procedure

Not Applicable

### Job Aid

Not Applicable

### Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

### Required Data

Field	Value
<b>Load Preview – Physical A</b>	
Interface ID	See User Specific Data
AM Business Unit	17300
<b>Consolidate Assets</b>	
<b>Load Transactions – Consolidate Assets: Add New Value</b>	
Interface ID	<Blank>
<b>From Asset tab</b>	
Field Name	Voucher ID
Value	See user specific data
*Click the <b>Search</b> button	
*Select the <b>TO Asset</b> tab to review consolidated assets	
*Click the <b>Save</b> button	
<b>Load Transactions into AM</b>	
<b>Add a New Value</b>	
Run Control ID	Load_<your initials>
Request ID	<Your initials>



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



<b>Process Frequency</b>	Once
<b>Interface ID</b>	See User Specific Data
<b>To Interface ID</b>	Same as above
*Click the <b>Run</b> button	
<b>Process Scheduler Request</b>	
<b>Server Name</b>	PSNT
*Click the <b>OK</b> button	
*Click the <b>Process Monitor</b> link	

## User Specific Data

User	Field	Value
User 1	Interface ID	10000014
User 2	Interface ID	10000016
User 3	Interface ID	10000015
User 4	Interface ID	10000017
User 5	Interface ID	10000018
User 6	Interface ID	10000019
User 7	Interface ID	10000020
User 8	Interface ID	10000021
User 9	Interface ID	10000022
User 10	Interface ID	10000023
User 11	Interface ID	10000024
User 12	Interface ID	10000025
User 13	Interface ID	10000026
User 14	Interface ID	10000027
User 15	Interface ID	10000028
User 16	Interface ID	10000029
User 17	Interface ID	10000030
User 18	Interface ID	10000031
User 19	Interface ID	10000032
User 20	Interface ID	10000033
User 21	Interface ID	10000034
User 22	Interface ID	10000035
User 23	Interface ID	10000036
User 24	Interface ID	10000037
User 25	Interface ID	10000038
Instructor 1	Interface ID	10000039
Instructor 2	Interface ID	10000040
Instructor 3	Interface ID	10000041



# AM340: Entering and Maintaining Assets Activity Guide

Statewide Management, Accounting and Reporting Tool



## User Specific Data

User	Field	Value
User 1	Value	000000784
User 2	Value	000000785
User 3	Value	000000786
User 4	Value	000000787
User 5	Value	000000790
User 6	Value	000000792
User 7	Value	000000793
User 8	Value	000000794
User 9	Value	000000795
User 10	Value	000000796
User 11	Value	000000797
User 12	Value	000000798
User 13	Value	000000799
User 14	Value	000000800
User 15	Value	000000801
User 16	Value	000000802
User 17	Value	000000803
User 18	Value	000000804
User 19	Value	000000805
User 20	Value	000000806
User 21	Value	000000807
User 22	Value	000000808
User 23	Value	000000809
User 24	Value	000000810
User 25	Value	000000811
Instructor 1	Value	000000812
Instructor 2	Value	000000813
Instructor 3	Value	000000814